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1992 Employee Reporting
System (RERS)

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A STATUS UPDATE OF THE REGENTS EMPLOYEE REPORTING SYSTEM (RERS)

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A Report Prepared for the
Legislative Finance Committee
by

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ROBERT CULVER
ASSOCIATE FISCAL ANALYST
MARCH 16, 1992



EXECUTIVE SUMMARY

The 1989 legislature passed House Bill 26, which required that the university units and vocational-technical centers be included in a uniform, state central personnel system by January 1, 1991. In July 1991, the Regents Employee Reporting System (RERS) became operational, and by October 1991 all six university units and the five vocational technical centers were on the system.

RERS allows the university system to report employee profile and position information as well as personal services budget and expenditures data to a common database. The Office of the Legislative Fiscal Analyst (LFA), the Office of Budget and Program Planning (OBPP), and the Commissioner of Higher Education (CHE) all have direct computer access to employee and position information at each university unit and vocational technical center.

In addition to providing individual employee information, RERS generates standard summary reports. These reports include: 1) budgets and expenditures by position or employee and funding source; 2) FTE, budgets and expenditures by responsibility center, program and funding source; and 3) all positions associated with a responsibility center. The system can also generate specialized reports based upon the user's specific needs.

The OBPP, LFA, and CHE can use RERS for analyzing summary level budget information that is used by the executive and legislative branches in preparing and adopting the university system budgets.

PURPOSE

The purpose of this report is to provide a status update of the implementation of the Regents Employee Reporting System (RERS).

HISTORY

The state operates a centralized payroll/personnel/position system (P/P/P) that combines into one system, information from the State Auditor's central payroll, agency personnel records, agency authorized FTE, position budgets, and position expenditures by agency. The P/P/P system used both for budgeting purposes and to conduct all payroll transactions. Because the six university units were not on this central system, the legislature did not have access to detailed, standardized personnel information for the purpose of analyzing and determining appropriate budgets for the university system. As a result, the 1989 legislature passed House Bill 26, which required that the university units and vocational-technical centers be included in a uniform, state central system by calendar year 1991.

The bill appropriated \$625,000 to the Department of Administration and \$25,000 to the State Auditor's Office for the 1991 biennium to underwrite a feasibility study and provide for systems implementation. The bill required the study to be completed by November 1, 1989, and the system to be operational by January, 1991.

A committee consisting of staff from the Information Services Division (ISD) of the Department of Administration, the State Auditor, the Legislative

Fiscal Analyst (LFA), the Office of Budget and Program Planning (OBPP), the Commissioner of Higher Education (CHE) and the university system was created to oversee the design and development of this project. OBPP was given project leadership responsibility and a project technical manager from the ISD was given responsibility to manage the technical aspects of the project, such as the analysis, design, software development, and implementation.

Although intent language in House Bill 26 implied that the university units and vocational technical centers should be added to the P/P/P system, the committee concluded that, due to the unique nature of the university system's payroll structure and the existence of payroll systems in which units had invested considerable resources, it was not appropriate to put them on the P/P/P system. Instead, RERS was developed as a way to provide the personnel and payroll information required in House Bill 26 without changing the actual payroll process currently in use. The committee informed the Legislative Finance Committee of this decision in September of 1989.

Another decision of the steering committee that differed from the intent language in House Bill 26 pertains to system ownership. The bill states that "... the state auditor shall install and operate...". Because RERS would not be tied to the payroll function, the steering committee recommended that the Commissioner of Higher Education be the system owner.

CURRENT STATUS

The RERS feasibility study, which was to be completed by November 1, 1989, was completed on August 27, 1990. RERS became operational in July of 1991, approximately six months behind schedule. Information from the university units and the vocational-technical centers was input and the system went on-line in October, 1991.

The LFA, OBPP, and CHE each have direct computer access to all employee and position information at each unit and vocational technical center. Access at each university unit and vocational technical center is restricted to each institution's own employees.

The Office of the Commissioner of Higher Education has responsibility for the overall supervision and operation of the system. It controls the budget and has approval authority for the development of new reports and modifications to the system. The university units and vocational technical centers are responsible for data input, maintenance, updates and changes, and verification. ISD continues to provide all technical and systems support. The system is maintained on the Department of Administration's mainframe computer located in Helena.

The 1991 legislature appropriated the following amount of general fund to the university system to operate and maintain RERS during the 1993 biennium. The vocational-technical centers did not receive additional funds to maintain RERS.

Table 1
Appropriations for Regents Employee Reporting System
1993 Biennium

<u>AGENCY</u>	<u>YEARLY FTE</u>	<u>1993 BIENNIUM BUDGET</u>
Commissioner of Higher Ed.	1.00*	\$225,477
Montana State University	0.83	57,160
University of Montana	0.72	51,532
Eastern Montana College	0.36	29,216
Northern Montana College	0.31	18,100
Western Montana College	0.30	17,730
Mt College of Science & Technology	<u>0.30</u>	<u>17,986</u>
Total	3.82	\$650,383

*.50 FTE in fiscal 1993

SYSTEM CAPABILITIES AND REPORTS

Input data for the system is obtained from the campuses and centers from on-line entry, the units' computer data base, and the State Budgeting and Accounting System (SBAS). For a complete listing of the data elements captured by the system see Appendix A. Using this data, the RERS system allows users direct on-line access to personnel and payroll information for each employee of the university system, by name and social security number or by position number¹ and by current unrestricted funds (CUF) and total funds. Among the information provided by the RERS data base is:

¹This distinction is made because an individual may be a part of more than one position number, and position numbers may be composed of more than one individual.

1) employee profile information, including class code and position title, hire and termination dates, grade, tenure, bargaining unit, workers compensation code, etc. (for a complete listing of employee profile data elements, see Appendix A);

2) budgeted salary (budget information is for CUF only);

3) actual salary expenditures to date and by pay period (usually monthly);

4) FTE levels; and

5) benefits by funding source and responsibility center only.

All of this information is available by responsibility center number, program, or university unit.

The system's capabilities include:

- * Ability to capture budget by position information based upon the operating plan for each unit and center as approved by the Board of Regents for each fiscal year. Positions funded from other than current unrestricted funds do not require a budget in the system.
- * Ability to capture adjustments to the personal services budget during the fiscal year.
- * Ability to access current employee profile and limited payroll information for each employee.
- * Ability to access both current budget and year-to-date expenditure information on-line at the position level.
- * Ability to access employee profile information and employee year to date payroll information on-line.

- * Ability to select and summarize current university position budget information and employee profile/payroll information.
- * Ability to maintain prior years' budget by position, employee profile, and payroll information.

This information is used to generate standard summary reports, which are either distributed on a regular basis to system users on microfiche or are available upon request. These reports include: 1) budgets and expenditures by position or employee and funding source; 2) FTE, budgets and expenditures by responsibility center, program and funding source; 3) all positions associated with a responsibility center. A complete list of reports available is shown in Appendix B and examples are shown in Appendix C.

In addition to reports provided or available on a regular basis to the users, these system can generate specialized reports based upon the user's specific needs. Appendix A lists the data elements that are captured by the system. Because authority for development exists in CHE, requests for specialized reports are made through that office.

In summary, RERS is capable not only of providing information on individual employees, but of summarizing this data in many configurations.

HOW THE SYSTEM WILL BE USED

The OBPP, LFA, and CHE are responsible for analyzing summary level budget information that is used by the executive and legislative branches in preparing and adopting the university system budgets. The CHE is responsible

for coordinating the activity associated with the collection of this information. The information contained in RERS will help the agencies to perform these tasks.

- * OBPP will use the information to develop the Executive Budget request and to develop a proposed pay plan.
- * OBPP, LFA and CHE will use the information to respond to questions from the executive and legislative branches and other sources external to state government.
- * LFA will use the information to assist the legislature in the appropriation process.
- * CHE will use the information to develop the Board of Regent's recommended budget, analyze the operating budgets, and assist the Regents in managing the university system.

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Appendix "A"

REGENTS EMPLOYEE REPORTING SYSTEM

DATA ELEMENTS

<u>FIELD NAME</u>	<u>DESCRIPTION =====></u>
ACADEMIC RANK	A designator indicating a faculty member's status. Full Professor Associate Professor Assistant Professor Instructor Lecturer Adjunct Professor Adjunct Associate Professor Adjunct Assistant Professor Adjunct Instructor Emeritus Professor Emeritus Associate Professor Emeritus Assistant Professor
AGENCY NUMBER	SBAS Agency Number 3511 - Billings Vo-Tech 3512 - Butte Vo-Tech 3513 - Great Falls Vo-Tech 3514 - Helena Vo-Tech 3515 - Missoula Vo-Tech 5103 - University of Montana 5104 - Montana State University 5105 - Mt College of Min SCI & Tech 5106 - Eastern Montana College 5107 - Northern Montana College 5108 - Western Montana College 5109 - Agricultural Exper. Station 5110 - Cooperative Extension Service 5111 - Forestry/Conservation Exper St 5119 - Fire Services Training School
ALLOCATION AMOUNT	The portion of a position's total budget charged to a responsibility center (must agree with percent)
ALLOCATION PERCENT	The percent of a position's total budget charged to a responsibility center

FIELD NAMEDESCRIPTION =====>

BENEFIT FLAGS

RETIREMENT BENEFIT	Does an employee receive the benefit P=PERD, N=None, O=Other, T=Teachers	
SOCIAL SECURITY	Does an employee receive the benefit	(yes/no)
STATE UNEMPLOYMENT	Does an employee receive the benefit	(yes/no)
WORKER'S COMPENSATION	Does an employee receive the benefit	(yes/no)

BUDGETED FTE	Number of FTE's budgeted against a position
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BUDGETED SALARY AMOUNT	Total salary amount budgeted against a position.
------------------------	--

EMPLOYEE'S NAME	Employee's whole name format should be last name, first name middle initial.
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EMPLOYEE'S SSN	An employee's social security number
----------------	--------------------------------------

FISCAL YEAR	Identifies budget fiscal year
-------------	-------------------------------

LONGEVITY INCREMENT	Number of increments due an incumbent based on years of service.
---------------------	--

LONGEVITY INCREMENT DATE	When the incumbent will receive the next longevity increment.
-----------------------------	--

MERIT SERVICE DATE	Merit Service date will always be zero.
--------------------	---

PAY GRADE	State pay grade (1 - 25)
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PAY PLAN NUMBER	Indication of the pay plan salary matrix being used to determine an employee hourly pay rate. Board of Regents Contract Statewide Classification Statewide Blue Collar MSU General Pay Plan MSU Statewide Classification MSU Blue Collar University of Montana Pay Plan EMC Crafts
-----------------	---

PAY PLAN STEP	Pay plan step will be zeroes for all positions
---------------	--

FIELD NAMEDESCRIPTION =====>

POSITION The number assigned to a collective
BARGAINING UNIT CODE bargaining unit which represents a group of employees
 for collective bargaining.

Montana Public Employees' Association
United Association of Plumbers and Pipefitters
International Union of Operating Engineers
International Brotherhood of Electrical Workers
Montana District Council of Laborers
United Brotherhood of Carpenters and Joiners
International Association of Machinists and
Aerospace Workers
American Federation of State, County and Municipal
Employees
International Brotherhood of Painters and Allied
Trades
United Food & Commercial Workers International
Union (Teamsters)
Montana Nurses Association

POSITION CLASS CODE a number assigned by the
 statepersonnel division that
 groups positions into defined
 classes based on similarity of
 duties, responsibilities, and
 job complexity. The
 classification code also has an
 associated position title.
 These codes will be required
 for all classified employees.

POSITION FTE Portion of FTE incumbent assigned to this position

POSITION HIRE DATE Date an employee was hired into a position.

POSITION NUMBER Number within an agency that is
 assigned to a position. A
 position number may be used in
 multiple programs within an
 agency.

POSITION POOL INDICATOR Identifies whether or not the
 position is budgeted to pay
 more than one full time
 employee. Some pooled positions
 will be allowed for students,
 part time faculty and part time
 other.

FIELD NAMEDESCRIPTION =====>

POSITION STATUS	Code used to indicated whether the position is currently vacant or filled.
POSSITION TITLE	A description of a position (ie. Administrative Assistance II, Maintenance Worker I, Assistant Professor).
POSITION TYPE	Indicates the type work done by the position incumbent. Classified salaried and hourly Graduate training/research assistant Contract Facility Other Contract Professional Temporary hourly (non-position control)
RESPONSIBILITY CENTER NUMBER	A unit of financial activity used for position budgeting and tracking personal services expenditures. All responsibility centers used for RERS must be active on SBAS.
TENURE STATUS	Indicates whether faculty are tenured or not tenured. Tenured is a status granted after a trial period which protects a teacher from dismissal without due process.
TERMINATION DATE	Date an employee terminated a position.
TRANSACTION DATE	Date transactions were generated.
TRANSACTION TYPE	Indicates type of information being transmitted. Position Detail Record Salary Budget Record Salary Budget Allocation Employee Profile Employee Assignment
WORKER'S COMPENSATION CODE	State worker's compensation code

APPENDIX "B"

REGENTS EMPLOYEE REPORTING SYSTEM

REPORTS AVAILABLE FROM RERS

REPORTS THAT GENERATE ON A MONTHLY BASIS.

- * Current Unrestricted Program Expenditure Summary Report (RP05330.01). This report summarizes budget and expenditure data by responsibility within SBAS program.

Note: Only current unrestricted data will be used for this report.

- * Current Unrestricted Program Expenditure Summary (RP05330.02). This report will summarize the budget and expenditure data at the position type within program.
- * Budget Agency - Program Responsibility Center Report (RP05340.01). This report will identify all positions associated with a responsibility center. The report is sorted by SBAS Agency, SBAS, Program, Responsibility Center and Position Number.

Summary totals are generated at the responsibility center and program level.

REPORTS AVAILABLE THROUGH THE ON-LINE BATCH JOB SUBMISSION

The reports that are available through the on-line batch job submission process.

- * Organizational Reporting Structure by Organizational Unit (RP05205.1). This report lists the organizational reporting structure identifying which school(s)/college(s), department(s) and responsibility centers are associated to an organizational unit and is generated in an organizational unit, school/college, department, responsibility center sequence.
- * Organizational Reporting Structure by Responsibility Center (RP05210.1). This report lists the responsibility centers and identify which organizational unit, school/college and department with which the responsibility center is associated. The report is generated in responsibility center sequence.
- * Position, Budgets and Allocation Records (RP05700.01) This report lists agency position/budget allocation information by agency/fiscal year. The report will be available upon request for a specified agency(ies) and fiscal year.
- * Employees by Position Report(RP05710.01) This report lists by

agency/position, all employees that currently, or in the past three years, have been assigned to a position.

- * Employee Assignment Report (RP05720.01) This report will list by agency/employee Social Security Number all employees that are currently or have been in the past three years employed by the requested agency(ies), and will list all positions the employee is currently in or has been previously assigned to.
- * Expenditures By Position (RP05730.01) This report will list by agency, program and position number all expenditures regardless of funding source for the appropriate agency/program combination. The SBAS Responsibility Center data will be used to determine the agency program.
- * Expenditure by Program - Accounting Entity (RP05730.02) This report will summarize the data reported in the previous report (this report will also be generated if the Expenditures By Position Report is requested). the report will summarize all expenditure at the Program/account entity level. It will be requested for a specified agency(ies) and fiscal year.
- * Budget Agency-Program Responsibility Center (RP05740.01) This report will list all an agencies position budget data for a specified fiscal year. The report will list the budget data by agency, program and Responsibility center. Program numbers and their associated responsibility centers will be extracted from the current SBAS Responsibility file. If the position doesn't have a budget for the appropriate fiscal year the data will be listed under a SBAS program of XX (no budget). The data displayed on the report is summarized by program and position types (Contracted Faculty, Contracted Professional, Classified and Others) and will be used by CHE to balance against your Board Of Regents Operation Plan.
- * Salary Budget & FTE By Program (RP05750.01) This report is a summary only report that will identify the agency budget by position type (Contracted Faculty, Contracted Professional. Classified and Others).
- * Agency Vacant Positions (RP05760.01) This report lists all of the vacant positions within an agency.
- * Organizational Reporting Structure by Organizational Unit (RP05205.01) This report will list the organizational reporting structure identify the organizational units, schools/colleges, departments and responsibility centers. The report will be generated in organizational unit, school/college, department and responsibility center sequence.
- * Organizational Reporting Structure by Responsibility Center (RP05210.01) This report provides the same information as the previous report only it generates it in Responsibility Center sequence.
- * Current Unrestricted Benefit Budget Analysis (RP05240.01) This report will list the agency Benefit Budget and Expenditures information. It will be generated in agency program sequence.
- * All Benefits Expenditures (RP05245.01) This report will list all Benefit expenditures regardless of funding source by agency, program and

accounting entity.

- * Current Unrestricted Funding Source/FTE Analysis (RP05310.01) This report will summarize the Current Unrestricted Budget and expenditures using the Organizational Reporting Structure. The report will first summarize the budget and expenditures by responsibility center, then by accounting entity and then by position type by organizational reporting structure sequence.
- * Current Unrestricted Budget and Expenditures Detail by Organizational Unit (RP05320.01) This report will list the position budget and expenditures data by organizational unit. The association to the organizational unit will be based on the positions budget and the expenditures responsibility centers.

APPENDIX C

REPORT RPO5330.02
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STATE OF MONTANA
REGENT'S EMPLOYEE REPORTING SYSTEM

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CUF PROGRAM BUDGET AND EXPENDITURE SUMMARY

AGENCY NO.	PROGRAM NO.	POSITION TYPE	FTE	BUDGETED SALARY	REVISED FTE	SALARY	YEAR TO DATE EXPENDITURES	BALANCE
3511	01	C CLASSIFIED SALARIED AND HOUR	24.7900	734,741.00	0.0000	0.00	407,757.53	375,983.47
		E EXCEPTION RECORDS	0.0000	0.00	0.0000	0.00	0.00	0.00
		G GRADUATE TRAINING/RESEARCH A	0.0000	0.00	0.0000	0.00	56,888.56	66,888.56
		I CONTRACT FACULTY	0.0000	0.00	0.0000	0.00	0.00	0.00
		O OTHER (STUDENTS AND PART TIM	0.0000	13,979.31	0.0000	0.00	13,979.31	5,727.65
		P CONTRACT PROFESSIONAL	0.0000	0.00	0.0000	0.00	0.00	0.00
		PROGRAM TOTALS	25.4500	\$804,448.00	0.0000	\$0.00	\$354,848.24	\$449,599.76
3511	04	C CLASSIFIED SALARIED AND HOUR	1.3199	24,636.00	0.0000	0.00	9,724.96	14,910.04
		E EXCEPTION RECORDS	0.0000	0.00	0.0000	0.00	1,523.04	1,523.04
		G GRADUATE TRAINING/RESEARCH A	0.0000	0.00	0.0000	0.00	0.00	0.00
		I CONTRACT FACULTY	0.0000	0.00	0.0000	0.00	0.00	0.00
		O OTHER (STUDENTS AND PART TIM	0.0000	1,861.57	0.0000	0.00	1,861.57	2,676.43
		P CONTRACT PROFESSIONAL	0.0000	0.00	0.0000	0.00	0.00	0.00
		PROGRAM TOTALS	1.3199	\$24,636.00	0.0000	\$0.00	\$10,063.49	\$15,109.51
3511	05	C CLASSIFIED SALARIED AND HOUR	7.0700	177,580.00	0.0000	0.00	95,017.71	82,562.29
		E EXCEPTION RECORDS	0.0000	0.00	0.0000	0.00	0.00	0.00
		G GRADUATE TRAINING/RESEARCH A	0.0000	0.00	0.0000	0.00	0.00	0.00
		I CONTRACT FACULTY	0.0000	0.00	0.0000	0.00	0.00	0.00
		O OTHER (STUDENTS AND PART TIM	0.0000	0.00	0.0000	0.00	0.00	0.00
		P CONTRACT PROFESSIONAL	0.0000	0.00	0.0000	0.00	0.00	0.00
		PROGRAM TOTALS	7.0700	\$177,580.00	0.0000	\$0.00	\$95,017.71	\$82,562.29
3511	06	C CLASSIFIED SALARIED AND HOUR	4.7800	158,445.00	0.0000	0.00	84,501.27	73,943.73
		E EXCEPTION RECORDS	0.0000	0.00	0.0000	0.00	0.00	0.00
		G GRADUATE TRAINING/RESEARCH A	0.0000	0.00	0.0000	0.00	0.00	0.00
		I CONTRACT FACULTY	0.0000	0.00	0.0000	0.00	0.00	0.00
		O OTHER (STUDENTS AND PART TIM	1.0000	45,760.00	0.0000	0.00	24,451.84	21,308.16
		P CONTRACT PROFESSIONAL	0.0000	0.00	0.0000	0.00	0.00	0.00
		PROGRAM TOTALS	5.7800	\$204,205.00	0.0000	\$0.00	\$108,953.11	\$95,251.89
3511	07	C CLASSIFIED SALARIED AND HOUR	3.0799	61,837.00	0.0000	0.00	35,140.15	25,696.85
		E EXCEPTION RECORDS	0.0000	0.00	0.0000	0.00	0.00	0.00
		G GRADUATE TRAINING/RESEARCH A	0.0000	0.00	0.0000	0.00	0.00	0.00
		I CONTRACT FACULTY	0.0000	0.00	0.0000	0.00	0.00	0.00
		O OTHER (STUDENTS AND PART TIM	0.0000	0.00	0.0000	0.00	0.00	0.00
		P CONTRACT PROFESSIONAL	0.0000	0.00	0.0000	0.00	0.00	0.00
		PROGRAM TOTALS	3.0799	\$61,837.00	0.0000	\$0.00	\$35,140.15	\$26,696.85

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REGENT'S EMPLOYEE REPORTING SYSTEM

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CUF PROGRAM-BUDGET AND EXPENDITURE REPORT

AGENCY 3511-BILLINGS VO TECH
PROGRAM 01-INSTRUCTION

R/C	ORGANIZATIONAL UNIT	SCHOOL OR COLLEGE	FTE	BUDGETED SALARY	REVISED FTE	SALARY	YEAR TO DATE EXPENDITURES	BALANCE
1952	ASSIST DIR OF ACAD	SUMMER SESSION - I	0.6600	19,707.00	0.0000	0.00	19,707.03	0.03
70003	ASSIST DIR OF ACAD	EXTENDED DAY - INS	0.0300	24,574.00	0.0000	0.00	9,030.80	16,535.20
70705	ASSIST DIR OF ACAD	BUSINESS/OFFICE-TE	6.0000	203,287.00	0.0000	0.00	86,006.80	117,280.20
170805	ASSIST DIR OF ACAD	HEALTH OCCUPATIONS	5.2100	147,927.00	0.0000	0.00	62,147.10	85,780.00
200405	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	1.0000	26,857.00	0.0000	0.00	11,362.56	15,494.44
270101	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	0.7500	16,411.00	0.0000	0.00	6,971.20	9,439.80
270201	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	2.0000	57,075.00	0.0000	0.00	27,254.90	29,820.10
270603	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	2.0000	57,075.00	0.0000	0.00	24,431.92	32,643.08
270605	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	2.0000	66,175.00	0.0000	0.00	27,997.20	38,177.80
270606	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	2.0000	72,350.00	0.0000	0.00	39,625.84	32,724.16
280101	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	2.0000	68,491.00	0.0000	0.00	29,039.30	39,451.70
280508	ASSIST DIR OF ACAD	TRADE 6-INDUSTRY T	1.0000	44,519.00	0.0000	0.00	19,075.41	25,443.59
955201	NO-STRUCTURE NSCO		0.0000	0.00	0.0000	0.00	0.00	0.00

PROGRAM TOTALS

25.4500 \$804,448.00 \$0.00 \$354,848.24 \$449,599.76

